



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 2.1.1	Subject: FACILITY MAINTENANCE
Chapter 2: PHYSICAL PLANT	Page 1 of 3
Section 1: Building and Safety Codes	Revision Date:
Signature: /s/ by Director 10/7/96	Effective Date: Feb. 1, 1997

I. POLICY:

It is the policy of the Montana Department of Corrections to ensure the safe and efficient operation of the physical plant in each of its facilities, to comply with applicable codes, ordinances, and policies, and to protect against the development of conditions that might adversely affect the health, safety or welfare of visitors, staff, and offenders.

II. AUTHORITY:

53-1-203, MCA. Duties and Responsibilities of the Department
DOC 3.2.3 Fire & Life Safety
DOC 3.2.4 Safety Inspections

III. DEFINITIONS:

Physical Plant means any buildings or structures, grounds, and built-in equipment that is owned, leased and/or occupied by the Department.

IV. PROCEDURES:

Each facility administrator will develop written procedures for the following:

A. Code Compliance

1. Each facility will identify a staff member who will be responsible for code compliance. Facilities will comply with all applicable federal, state, and local codes and ordinances relating to building, fire, and life safety. The staff member assigned to ensure that the facility is in compliance with all applicable codes, will maintain current records on all code compliance/non-compliance issues, to include violations and corrective actions

Policy No.: DOC 2.1.1	Chapter 2: Physical Plant	Page 2 of 3
Subject: FACILITY MAINTENANCE		

taken. Areas found not to be in compliance should be directed to the attention of the Facility/Program Administrator who will take the appropriate measures to comply with code violations at the earliest possible date.

2. Each facility will maintain documentation of compliance with all applicable federal, state, and local codes and a log of all required inspections.

B. Facility-Related Documents

Each facility will identify a staff member responsible for maintaining blueprints, drawings, and specifications to include the following:

1. Alterations or additions
2. Dates and authorization of alterations or additions
3. Secure document storage
4. Availability for emergency use
5. Copies will be maintained in the Central Office.

C. Facility Modifications

Written approval will be obtained from the Department Director or designee before any of the following changes to the physical facilities are begun:

1. Alterations or additions of any life safety system
2. Alterations or additions that affect the security of the physical plant
3. Alterations or additions other than regularly scheduled maintenance
4. Alterations, additions or changes that require a building permit
5. Major alterations, additions or changes that affect the esthetic appearance, either interior or exterior, of the physical plant
6. Alterations, additions or changes that affect the housing capacity
7. Alterations, additions or changes that affect the welfare of the staff or offenders.

Policy No.: DOC 2.1.1	Chapter 2: Physical Plant	Page 3 of 3
Subject: FACILITY MAINTENANCE		

D. Preventive Maintenance Programs

Each facility/program will establish a policy that will outline a system of preventive maintenance that will include the following:

1. Persons responsible for the preventive maintenance program.
2. Schedules for periodic inspection, lubrication, minor adjustment and servicing of plant equipment and systems.
3. Requirements that inspections will be documented to include the date of the inspection, the individual performing the inspections, significant findings, and repairs to be made. This information will be forwarded to the manager of maintenance and of the unit,
4. Equipment that affects human habitation will be given a priority for frequent inspections and preventive maintenance.
5. Log books and/or files will be maintained which will serve as permanent records of inspections and repairs.

E. Safety/Security Inspections

Each facility/program will establish a policy that will outline a system of safety and security inspections to be conducted on a monthly basis which will address the following issues:

1. Records of who conducts inspections
2. General living conditions and appearance
3. Health, hygiene and safety issues
4. Facility maintenance
5. Policy and code compliance
6. Problems areas and/or emergencies that have occurred on a frequent basis.
7. Computer Security
8. Internal and external security
9. Additional safety and security issues unique to each facility

Policy No.: DOC 2.1.1	Chapter 2: Physical Plant	Page 4 of 3
Subject: FACILITY MAINTENANCE		

V. CLOSING:

Questions concerning this policy shall be directed to the Facility/Program Administrator.